

# J. KEITH PARK



# Co.

## s o l i c i t o r s

OUR REF: ADL.MPC.Dixon.4301.254

YOUR REF:

DATE: 22 December 1997

PLEASE REPLY TO: **Ormskirk**

Mrs A Dixon  
Derbyshire Farm House  
School Lane  
Westhead  
Nr Ormskirk  
L40 6HW

Dear Mrs Dixon

Re: Sale of Derbyshire Farm House School Lane Westhead

We understand that you would like us to act on your behalf in connection with your proposed sale of the above property. We confirm that we shall be pleased to act for you and look after your interests and in order that we may have sufficient detail to start off the transaction would you kindly complete the enclosed Sale Instruction Form and return it to our office as soon as possible in the enclosed pre-paid envelope. Will you also let us have your cheque in the sum of £10 payable to this firm so that we may apply for office copy entries. Please make sure that every owner of the property signs the form before returning it to us.

We also enclose some notes on buying and selling which briefly set out details of the conveyancing process and which contain important information for your guidance. Please read these notes as soon as possible and before you return the instruction form to us. If there are any points you wish to raise regarding the notes please do not hesitate to contact Mr. Lea at our office.

We propose to deal with your sale using the National Conveyancing Protocol, an explanation of which is set out in the notes. Before we can prepare a contract for the sale we must obtain the Title Deeds and it is therefore important that you let us know the whereabouts of the Deeds as soon as possible. This information can be set out in your reply on the Instruction Form, but if you have a bank or building society mortgage you must put down the mortgage account number as this will assist us in obtaining the Deeds quickly.

You will also find enclosed in this letter the Seller's Property Information Form and Fixtures, Fittings and Contents Schedule. These two forms should be carefully completed by you and returned to us. Before completing either form please look at the appropriate section in the Guidance Notes and also you must read the front page of the Seller's Property Information Form. As soon as we receive the Title Deeds and your replies to these two forms we shall prepare the contract documentation and send the same to the buyer's solicitors. Thereafter, we shall keep you advised with the progress in the sale. We

Contd ...

Partners:  
J K Park  
J E Bates  
D Whalley  
N J Hill  
D S Ashdale  
Consultants:  
P S Ingrey  
J Drake  
Notary Public:  
V B Walsh  
Barrister:  
R Burnidge  
Solicitors:  
A H Lea  
S T Price  
C E C Simpson  
N Giblin  
P J Hunt  
A N Gillespie  
G R Smith Richards  
K C Williams  
A Jones  
I C Jackson  
C A Wright  
I D Birch  
S N Cook  
M J Hutchison  
N G Edwards  
C D Birch  
P Dunn  
S Rix  
I A Alderson  
L J Deane  
S L Davies  
J Ormiston  
E Janet Lea  
R Knight  
P Miller  
P Hawksworth  
D Hewitt  
A Awood  
Chartered  
Surveyors:  
A J Chadwick  
G M Liversmore  
Partnership  
Secretary:  
A J Brown



ALABAMA HOUSE  
RIMFORD COURT  
RIMFORD PLACE  
LIVERPOOL L3 9DY  
DX 11145  
TEL 0151 227 2952

75 WALTON VALE  
LIVERPOOL L3 4RD  
TEL 0151 227 2952  
FAX 0151 227 2952  
26 WESTWAY  
WAGHETT LIVERPOOL L3 4RD  
TEL 0151 227 2952

21 CHURCH STREET ORMSKIRK  
LANCASHIRE L23 5AN  
TEL 0151 276611  
FAX 0151 276611  
63 LODGE LANE  
TOKETT LIVERPOOL L3 0GG  
TEL 0151 276611

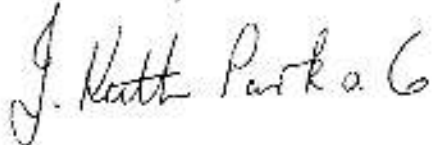
16 ALBERT ROAD  
LIVERPOOL L3 4TN  
TEL 0151 224 2201  
FAX 0151 224 4327  
200 PEAK HILL  
DINGLE LIVERPOOL L3 4SF  
TEL 0151 276611

CLAUGHTON HOUSE  
32 BARROW STREET  
ST HELENS  
MERSEYSIDE WA10 1HX  
DX 10451  
TEL 01744 730033

would ask that you contact our office and let us know when the buyer's surveyor has inspected your property so that we may have some idea as to when the buyer will receive a mortgage offer.

The Law Society require that at the start of every new transaction, we write to our clients setting out their rights, details of the persons who will be handling the transaction for them and also our terms of business. A separate letter will be sent to you with this information and you may have received this already.

Yours sincerely



J. KEITH PARK & CO

Encs:           Notes on Buying and Selling  
                  Sale Instruction Form  
                  Property Information Form  
                  Fixtures & Fittings Schedule